

1.0 OFFICE OF THE MANAGER (MGR)

1.1 Manager, DOE-SR

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.1, responsible for the following:

- 1.1.1 Reports to the Assistant Secretary for Environmental Management (EM-1), Lead Program Secretarial Officer, with respect to the environmental cleanup and closure and landlord missions performed at SRS.
- 1.1.2 Carries out responsibilities and authorities that have been assigned/delegated either through applicable directives or directly from Program Secretarial Offices. Implements direction or guidance received from Program Secretarial Offices. Accomplishment of counterintelligence responsibilities is supported through a DOE-HQ CN-1 Office located at SRS. Ensures the continual safeguards and security, financial, administrative, legal, and contract support for NNSA-SRS as requested.
- 1.1.3 Ensures contracts under his/her authority or assigned to him/her for administration comply with contractual regulations and clearly define the actions necessary to carry out SRS missions and safety expectations. Directs contractors through appropriate contracting mechanisms.
- 1.1.4 Serves as Equal Employment Opportunity Officer ensuring compliance with laws, executive orders, and regulations that prohibit discrimination and provide for equal employment opportunity for all DOE-SR employees and applicants.
- 1.1.5 **SMS Functions (see Part 1, Subsection 10):** Has overall responsibility for ensuring the development and maintenance of Integrated Safety Management Systems to ensure that work is carried out in a manner that ensures the safety and health of the workers and public and the protection of the environment. Approves systems, documentation, and authorizes work as identified in Part 1, Subsection 10. Assigns organizational units with responsibility to oversee the contractor's compliance and implementation in these areas.

Also, has direct responsibility for the following SMS Functions:

5.3 Quality Assurance (5.3.01)

6.1 Lessons Learned Program (6.1.10)

1.2 DEPUTY MANAGER FOR CLEANUP (DMC)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.1, responsible for the following:

- 1.2.1 The Deputy Manager assists the Manager in the overall leadership, direction and management of the Site in the areas of nuclear material stabilization; waste disposition; closure; environment, safety, and health; cleanup projects management and integration; and safeguards, security and emergency services and is authorized to take such actions as necessary to accomplish DOE-SR's mission.
- 1.2.2 **SMS Function(s) (see Part 1, Subsection 10):** In addition to overall responsibilities described above for the Manager, participates in the Technical Qualifications Program and serves as a Senior Technical Safety Manager for the Office of the Manager.

Also, has direct responsibility for the following SMS Functions:

- 5.1 Confirm Readiness (5.1.01) (FR Council)**
- 5.2 Perform Work Safely (5.2.10) (5.2.14 and 5.2.41) (FR Council)**
- 6.6 Make Changes to Improve (6.6.01 – 6.6.03)**

1.3 DEPUTY MANAGER FOR BUSINESS (DMB)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.1, responsible for the following:

- 1.3.1 The Deputy Manager assists the Manager in the overall leadership, direction and management of the Site in the areas of contract management, oversight of contractor and Federal business, infrastructure management, and staff support programs and is authorized to take such actions as necessary to accomplish DOE-SR's mission.
- 1.3.2 Ensures that business approaches and agreements include appropriate arrangements for safety management.
- 1.3.3 **SMS Function(s) (see Part 1, Subsection 10):**
 - 5.2 Perform Work Safely (5.2.10)**
 - 6.6 Make Changes to Improve (6.6.01 – 6.6.03)**

1.4 OFFICE OF EXTERNAL AFFAIRS (OEA)

- 1.4.1 In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.2, advises the Manager on issues or activities that may generate interest from a wide variety of external "publics" or impact on public perceptions of SRS. Assists the Manager and staff in formulating and executing external affairs policies and plans for DOE-SR. In accomplishing these activities, OEA oversees DOE-SR program offices' and contractors' plans and products that have direct or potential public customers, including: Congress, State and local governments and community leaders; news media; special interest groups; and the public. Oversees integration of the Site's stakeholder involvement program, advising and assisting DOE-SR managers with stakeholder participation plans and activities.
- 1.4.2 Oversees and coordinates DOE-SR and SRS contractor public affairs activities, including brochures, exhibits, videos, SRS tours, and speakers bureaus.
- 1.4.3 Develops forward-looking reports (SCOPE Report, 30-60-90 Day Report, etc.) of significant programmatic, business, contractual, regulatory, and other milestones or issues for submittal by the Manager, DOE-SR, to EM-1.
- 1.4.4 Liaison to the Defense Nuclear Facilities Safety Board (DNFSB). Serves as the Site resource for interactions with the DNFSB. Interfaces with DOE-SR divisions/offices, DNFSB staff, DOE-HQ as needed to address issues and provides support.
- 1.4.5 **SMS Functions (see Part 1, Subsection 10):**

6.9 Interface with DNFSB (6.9.01 – 6.9.09)

1.5 OFFICE OF CHIEF COUNSEL (OCC)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraph 5.2, responsible for the following:

- 1.5.1 Provides timely and responsive provision of legal services on matters of law or legal policy affecting activities under DOE-SR jurisdiction. Assists in developing solutions to technical and administrative problems in conformity with the legal policies and responsibilities of the organization in litigation and administrative adjudications in which DOE-SR has an interest. Prepares or reviews contractual and technology transfer documents for legal sufficiency. Negotiates or assists in the negotiation of regulatory agreements. Provides legal counsel and assistance to activities in which DOE-SR is a party. Promotes greater use of dispute resolution techniques in accordance with the Administrative Dispute Resolution Act. Serves as the Hearing Counsel for DOE-SR actions under Title 10, Code of Federal Regulations (CFR), Part 710 (10 CFR 710). Serves as the Agency Representative for DOE-SR actions under 29 CFR 1614 and 5 CFR 1201. Serves as the Freedom of Information Act Officer and the Privacy Act Officer, and is delegated authority to release or withhold information from disclosure in accordance with law and policy.

- 1.5.2 Serves as the DOE-SR Ethics Official. Administers the DOE-SR Ethics Program including the review of financial disclosure reports. Oversees contractors' Ethics Programs. Adjudicates claims filed with DOE-SR under the Federal Tort Claims Act. Manages and administers intellectual property and data activities at DOE-SR in accordance with overall applicable policies, laws, and regulations relating to these matters. Provides DOE-SR management, staff, and contractors with policy guidance and legal interpretation in connection with such activities. Oversees prime contractor litigation and the provision of legal services to contractors. Coordinates the performance of unique, high dollar value, controversial, and precedent-setting issues with the DOE-HQ General Counsel to ensure the sufficiency and consistency of legal advice throughout the complex.
- 1.5.3 **SMS Functions:** Provides critical review and comment for the following key safety management functions: Rules, Contract Performance Expectations, Exemptions from DOE Directive Requirements, Exemptions from Requirements in 10 CFR Parts 830 and 835, Exemptions from External Requirements, and Price-Anderson Act Enforcement.

1.6 OFFICE OF SITE SERVICES (OSS)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraphs 5.2, 5.3, and 5.4, responsible for all aspects of the Integrated Safety Management System within OSS. Ensures contractors, subcontracts, and vendors complete activities and documentation where OSS has been assigned responsibility (shown in Part 1, Subsection 10 matrix).

- 1.6.1 Manages the programmatic and technical activities associated with logistics, support services and non-nuclear infrastructure at SRS. Plans, coordinates, and oversees work programs to accomplish assigned functions and advises DOE-SR management and staff on issues of policy and concern. Carries out these functions through direct management and oversight of various resources including Federal staff, support services contractors, M&O contractor, and other support organizations and agencies. Tools used in carrying out this role include assessments, surveillances, management walkthroughs, performance metrics, and annual work plans. Responsible for all aspects of the Integrated Safety Management System within OSS. Ensures contractors complete activities and documentation where OSS has been assigned responsibility (shown in Part 1, Subsection 10 matrix). Manages Federal and contractor resources in carrying out the delegations and responsibilities assigned in Part 1, Subsections 6 and 7.
- 1.6.2 Manages the infrastructure facilities to include utilities (electricity, steam, water, wastewater, and chilled water systems), reactor cooling water dams, pumphouses and appurtenant structures, roads and bridges, parking lots and associated grounds, administrative office buildings, cafeterias and food courts, machine shops, equipment maintenance and repair shops, and warehouses.

- 1.6.3 Manages the general Site maintenance and support program activities to include construction and industrial equipment fleets, administrative motor vehicle pools, general building maintenance, roofing services, janitorial services, mail services, food services operations, pest control, grounds maintenance, and regulated laundry.
- 1.6.4 Manages the support service contractor activities in support of DOE-SR organizations to include receiving and delivery of materials, mail room operations, movers and minor maintenance of DOE office space and equipment, office space management, copiers and reproduction services, and mail control.
- 1.6.5 Manages the property management program to include both real and personal property. The real property program includes acquisitions, disposals, leases, permits, and other contractual instruments involved in real property management at SRS. The real property program also includes the management of Site Use and Site Clearance permitting programs, Site mapping activities, and maintenance of property databases. Personal property management systems for both contractor and Federal activities are based on Federal Property Management Regulations, DOE-HQ property management guidelines, and applicable local contract requirements. Personal property management is based on a life cycle management system. Coordinates the property disposal activities with community outreach organizations, local and state governments, and other DOE field offices and Federal agencies.
- 1.6.6 Manages the administrative management services supporting Site operations to include records management, document control, printing, photography, media services, and reprographics. These functions are generally carried out by the M&O contractor with oversight by OSS.
- 1.6.7 Responsible for the In-House Energy Management Program which involves both contractor oversight and administration of energy savings programs within DOE-SR activities. Energy management requirements are generally based on Executive Orders, DOE-HQ orders, and local contract requirements. Priorities include energy, fuel, and water conservation programs.
- 1.6.8 Provides direct support to DOE-SR organizations, including mail distribution, records and forms management, supply room, conference rooms, and motor pool.
- 1.6.9 Manages the DOE-SR and contractor field activities and conduct of operations through program managers and Facility Representatives (FR) (non-nuclear infrastructure facilities) performing periodic surveillances, assessments, and walkthroughs. These activities will generate reports of findings and corrective actions to be managed to final resolution. These oversight activities cover all aspects of field operations including Integrated Safety Management System, safeguards and security, environmental compliance, quality assurance, emergency preparedness, maintenance, waste management, engineering and construction, and configuration control. OSS FRs network with FRs of other DOE-SR line organizations where overlap of operational activities exists. FRs manage applicable requirements for Site occurrence reporting.

- 1.6.10 Routinely perform feasibility studies to determine the most cost effective methods for accomplishing work at SRS. This may include expanding on efficiencies of current contractors, developing new or innovative methods to accomplish work, or outsourcing/privatizing select functions. Key program managers serve as Contracting Officer's Technical Representative (COTR) for contracts administered within OSS.
- 1.6.11 Reviews infrastructure project needs identified by DOE-SR and the contractor and ensures the proposals are consistent with long-range objectives. Conducts program reviews and provides program management oversight of infrastructure projects. Plans, evaluates, and implements infrastructure projects including line item, capital equipment, general plant projects, and operating expense funded projects in accordance with DOE-HQ guidelines.
- 1.6.12 Meets periodically with contractor counterparts and prepares performance reports on contractor activities. Keeps DOE-SR management informed of programmatic issues through periodic issues reports, project reviews, and special program briefings.

1.6.13 **SMS Function(s) (see Part 1, Subsection 10):**

1.4 Budget for Program (1.4.14 and 1.4.20)

1.7 OFFICE OF CONTRACTS MANAGEMENT (OCM)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraphs 5.2, 5.3, and 5.4, responsible for all aspects of the Integrated Safety Management System within OCM. Ensures contractors, subcontracts, and vendors complete activities and documentation where OCM has been assigned responsibility (shown in Part 1, Subsection 10 matrix).

- 1.7.1 Ensures that all work authorization mechanisms include a safety framework and flowdown of safety requirements to subordinate work groups.
- 1.7.2 Develops, implements, and administers DOE-SR acquisition and financial assistance guidance and procedures. Administers policies and procedures established by the Federal Acquisition Regulation (FAR), DOE Acquisition Regulation (DEAR), DOE Financial Assistance Regulation, DOE Directives, DOE-SR DIs, and other applicable issuances. Plans, schedules, awards, administers, and closes out financial assistance instruments (grants and cooperative agreements) for DOE-SR organizations and DOE-HQ program personnel as appropriate and other DOE sites as assigned by HQ-EM. Advises and assists DOE-SR organizations, and DOE-HQ program personnel as appropriate, in financial assistance matters such as preparation of financial assistance project descriptions, interpretation of policies and regulations, and adherence to procedures.

- 1.7.3 Plans, schedules, and conducts activities necessary to provide items and services needed in support of DOE mission requirements. These activities may include, but are not limited to the following: acquisition planning, contracts solicitation, source selection, award of contracts and interagency agreements, administration of contracts and interagency agreements, and issuance of other special permits or contractual arrangements. Develops, prepares, issues, and administers spent nuclear fuel processing contracts (foreign and domestic), heavy water processing contracts, interagency agreements, and other special permits or contractual arrangements.
- 1.7.4 Advises and assists DOE-SR organizations in acquisition matters pertaining to DOE-SR contractors, including decisions to extend or compete; preparation of contract work statements, tasks, or specifications; identification of sources of supply and services; interpretation of contract requirements, policies and regulations; and preparation of justifications for support service contracts and for procurements without full and open competition. Reviews, approves, and evaluates contractors' purchasing systems for conformance with applicable contract requirements and government acquisition policies.
- 1.7.5 Develops and maintains policies and administers the overall DOE-SR performance and fee evaluation program, including use of performance-based incentives or other incentive arrangement for contracts awarded by DOE-SR.
- 1.7.6 Develops, implements, and administers the DOE-SR small and small/disadvantaged business programs. Reviews, approves, and monitors contractors' and subcontractors' small and disadvantaged business subcontracting programs.
- 1.7.7 Coordinates the processes, policies and procedures necessary to affect all aspects of privatization, spin-off, commercialization, and facility reuse.
- 1.7.8 Responsible for providing assistance, program direction, and oversight of contractor business diversification. Assists affected communities and businesses through access to information, technical consulting, grants, loaned personnel, acquisition of excess SRS resources, and removal of barriers associated with procurement, regulations and institutions. Develops local preference business plans consistent with Federal statute and provides for stakeholder involvement.
- 1.7.9 Responsible for leveraging the assets of SRS to attract others to invest in the future of the Site and its surrounding communities. Develops and implements innovative methods to partner with the state and local region to assist in economic diversification. Supports business development opportunities through the provision of information, financial assistance, loaned executives, technical assistance, and excess personal property. Serves as the primary interface with state, regional, and local economic diversification agencies designed to lessen the area's dependence on the Site and grow the region's economy. Coordinates with Departmental staff on community transition issues, regional planning boards/commissions, local Chambers of Commerce, economic development organizations, interested parties, and citizens.

- 1.7.10 Manages the incentive fee programs for the Site management and operating contractor and the Site paramilitary services contractor. This encompasses developing and maintaining policies and procedures; coordinating the entire Award Fee Determination Program (for paramilitary services contractor); use and administration of performance based incentives or other types of incentive fee arrangements; revising the programs as necessary; preparing Performance Evaluation Plans; providing administration training to evaluators; and administering the program on a daily basis.
- 1.7.11 Formulates policy for, manages, and executes the SRS Technology Transfer Program to achieve the Department's technology transfer goals and to coordinate technology demonstration programs. Chairs and coordinates the activities of the DOE-SR Work for Others Committee and administers programs and processes related to Work for Others.
- 1.7.12 Approves contract modifications for contractor workforce management issues.
- 1.7.13 Develops the integrated acquisition strategy for accomplishment of the EM cleanup mission.
- 1.7.14 **SMS Function(s) (see Part 1, Subsection 10):**
 - 2.4 Contract Performance Expectations (2.4.01)**
 - 3.3 Evaluate Environmental Impacts (3.3.05)**
 - 4.2 Identify Controls to Prevent and Mitigate Hazards (4.2.16)**
 - 4.4 Safeguards and Security (4.4.49 and 4.4.50)**
 - 4.6 Packaging and Transportation (4.6.18, 4.6.31 and 4.6.32)**
 - 5.2 Perform Work Safely (5.2.07, 5.2.16 and 5.2.22)**
 - 6.2 Occurrence Reporting and Processing System (6.2.13)**
 - 6.9 Interface with the Defense Nuclear Facility Safety Board (6.9.02)**

1.8 OFFICE OF CIVIL RIGHTS (OCR)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraphs 5.2 and 5.3, responsible for all aspects of the Integrated Safety Management System within OCR. Ensures contractors, subcontracts, and vendors complete activities and documentation where OCR has been assigned responsibility (shown in Part 1, Subsection 10 matrix).

- 1.8.1 Manages and evaluates the DOE-SR Federal and contractor Equal Employment Opportunity (EEO), Diversity, and Employee Concerns (EC) Programs in accordance with appropriate laws and regulations, and provides active staff leadership to these Programs. Promotes greater use of disputes resolution techniques in accordance with the Administrative Dispute Resolution Act.
- 1.8.2 Administers the Federal EEO and Diversity Programs to include coordinating, integrating, directing, and assigning the work of the Diversity Council, Special Emphasis Program (SEP) Committee, and EEO Counselors. Develops and implements the local Federal Affirmative Employment Programs Plan, and reviews and approves the contractors' Affirmative Employment Programs Plans.

- 1.8.3 Provides technical direction, program guidance, and formal training to EEO Counselors and SEP Committee Members. Processes discrimination complaints in accordance with regulations. Analyzes trends (complaints, awards, promotions, etc.) to identify problem areas for improvement of program effectiveness.
- 1.8.4 Manages, administers, or evaluates the Federal and contractors' EC Programs. Provides oversight of the contractors' EC Program. Processes contractor Whistleblower complaints in accordance with applicable directives. Maintains effective liaison with the DOE-HQ Office of Employee Concerns.
- 1.8.5 Manages the Dispute Resolution Program to handle all matters not related to Environment, Safety and Health; Whistleblower Protection Act; or any EEO matters that are not involved in the complaint process. Mentors and coaches supervisors in disputes resolution. Conducts outreach and early intervention work.
- 1.8.6 Manages the Ombudsperson program and related employee issues resolution process.
- 1.8.7 **SMS Function(s) (see Part 1, Subsection 10):**

6.1 Lessons Learned Program (6.1.09 and 6.1.11 – 6.1.13)

1.9 OFFICE OF CLEANUP PROJECTS MANAGEMENT (OCPM)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraphs 5.2, 5.3, and 5.4, provides overall management and integration of the SRS EM Performance Management Plan (PMP) including baseline change control and performance monitoring through maintenance of related metrics and performance evaluation reports. Provides project controls matrix support to the DOE line organization within the Office of the Deputy Manager for Cleanup. Provides oversight of contractor and DOE-SR Federal project management and project controls programs. Recommends actions and decisions needed to ensure program/project integration across business lines. Responsible for all aspects of the Integrated Safety Management System within OCPM. Ensures contractors, subcontracts, and vendors complete activities and documentation where OCPM has been assigned responsibility (shown in Part 1, Subsection 10 matrix).

- 1.9.1 Manages the EM PMP configuration including administration of the baseline change control process. Establishes and maintains the lifecycle schedule for implementing the EM PMP with input from the contractor as appropriate.
- 1.9.2 Provides overall management of EM PMP reporting including maintenance of the EM Gold Chart Performance Metrics and Government Furnished Services and Items (GFSI). Provides oversight of the contractor performance reporting systems.

- 1.9.3 Provides oversight of contractor and DOE-SR Federal project management program and related systems including project support functions, project controls, and Life Cycle Assessment Management including cost estimating, value engineering, and Earned Value Management System. Manages the validation process for the WSRC fee invoices. Provides independent assessment of contractor and DOE-SR Federal schedules and cost critical path.
- 1.9.4 Develops and maintains qualified Project Control Specialists (PCS) through a comprehensive training and development program. Deploys qualified PCSs through matrix support to line organizations within the Office of the Deputy Manager for Cleanup.
- 1.9.5 Plans, coordinates, and manages oversight of contractor and DOE-SR Federal programs in the areas of project management and project controls. Provides independent technical analysis, review, evaluation, surveillance, monitoring, and recommendations to the Deputy Manager for Cleanup in support of project management activities.
- 1.9.6 Interfaces on a regular basis with appropriate contractor and DOE-SR Federal organizations to monitor and evaluate development and implementation of systems for project management, project controls, and cost estimating.
- 1.9.7 Develops and maintains the Integrated Site Schedule for the EM Cleanup Project at SRS including interfaces with non-EM missions and programs.
- 1.9.8 Provides overall EM Cleanup Project integration to ensure accomplishment of accelerated cleanup in accordance with the EM PMP.
- 1.9.9 Evaluates operating practices to accelerate risk reduction and closure.
- 1.9.10 Coordinates management control system improvement initiatives.
- 1.9.11 Provides independent and substantive analysis of contractor reports and identifies problem areas in time to permit recovery actions and to help assure the contractor delivers projects on schedule and within costs.
- 1.9.12 Instills project management principles and practices within the DOE-SR workforce by developing skills in all employees and supervising the accomplishment of all work in accordance with project management principles.
- 1.9.13 Manages the Integrated Planning, Accountability, and Budgeting System (IPABS) Project Evaluation Module (PEM) reporting system for all SRS projects.
- 1.9.14 Analyzes and evaluates issues that have strategic or corporate importance or impact to SRS schedule deadlines and mission area assignments. Researches, analyzes, and evaluates options in consultation with DOE and SRS officials to recommend cost-efficient solutions for optimizing SRS operations and infrastructure elements.

- 1.9.15 Develops corporate-level plans that reflect land use, DOE mission area assignments, and long-term stewardship responsibilities.
- 1.9.16 Performs corporate-level analysis of reengineering opportunities and impact of DOE policies and requirements on SRS operations.
- 1.9.17 Reviews infrastructure needs identified by DOE and DOE contractors to ensure consistency with policies, objectives, and land use plans.
- 1.9.18 Monitors DOE O 430.1B (Real Property Asset Management) implementation. Performs assessments of contractor performance and uses independent or line management oversight to verify the effectiveness of assessments, identify deficiencies, and recommend corrective actions. Verifies the validity of data in the Facilities Information Management System (FIMS) and that the objectives of the facility condition assessment program are met. Oversees development of the annual Ten Year Site Plan.
- 1.9.19 Coordinates real property asset management planning with the Lead Program Secretarial Office, Cognizant Secretarial Offices, and non-DOE tenants. Secures agreements with SRS tenants regarding roles and responsibilities for facilities and infrastructure. Develops strategies and plans for transferring Lead Program Secretarial Office responsibilities to other DOE offices. Determines whether the real property asset management requirements of SRS tenants can be met by utilizing assets no longer required to complete the EM mission at SRS.
- 1.9.20 Supports the development of a process for transferring programs, nuclear materials and associated treatment and processing facilities, and capital assets including surplus contaminated facilities and structures and land that do not contribute to accelerated completion of the EM mission to new DOE sponsors.
- 1.9.21 Supports an internal operating process for issuing work permits to SRS tenants using written agreements between/among the SRS management and operating and security services contractors and other companies, vendors, or suppliers that perform work at SRS.

1.9.22 **SMS Function(s) (see Part 1, Subsection 10):**

- 1.1 DOE Strategic Plans, Including Mission Statements (1.1.01)
- 1.2 Secretarial Office Strategic Plans, Including Mission Statement (1.2.01)
- 1.4 Budget for Program (1.4.03, 1.4.15 - 1.4.19, and 1.4.21 - 1.4.25)
- 2.5 Organization FRA Documents (2.5.03)
- 5.2 Perform Work Safely (5.2.17 and 5.2.18)